

**MINUTES OF THE  
OTTER TAIL COUNTY BOARD OF COMMISSIONERS  
Government Services Center, Commissioners' Room  
500 Fir Avenue W., Fergus Falls, MN  
Tuesday, August 14, 2007  
9:30 a.m.**

**Call to Order**

The Otter Tail County Human Services Board convened Tuesday, August 14, 2007, at 9:30 a.m., at the Otter Tail County Government Services Center with Commissioners Dennis Mosher, Chair; Bob Block, Roger Froemming, and Everett Erickson present. Vice-Chair Syd Nelson was absent.

**Approval of Agenda**

Motion by Froemming, second by Erickson, and unanimously carried to approve the Human Services Board agenda of August 14, 2007, with the following changes:

Public Health Director Agenda Item – Canceled  
Correspondence Acknowledged

**Approval of Minutes**

Motion by Froemming, second by Block, and unanimously carried to approve the Human Services Board minutes of July 31, 2007, as mailed.

**Court Services Department**

Court Services Director, Chuck Kitzman, invited the Commissioners to a meeting that will focus on juveniles with mental health needs in the probation system. The meeting is scheduled at 11:00 a.m. on August 24, 2007, in the Star Lake Conference Room at the Courthouse.

Mr. Kitzman updated the Board regarding the development of Drug Court in Otter Tail County. There have been three committees formed; one for budget information, one to detail how the program will work, and the third committee to measure outcomes. There will be continued research regarding DWI Court. Mr. Kitzman stated that the County is in a good position to receive grant dollars available to begin Drug Court. The biggest obstacle may be implementing incentives into the program.

**Correspondence Acknowledged**

Chairman Mosher read a letter received from Mike Heikes requesting a donation of \$5.00 per helmet for his program "Helmets for Kids". He states that he has donated many helmets to the Public Health Department. The letter will be referred to the Public Health Director.

Chairman Mosher acknowledged a letter from People Around Rothsay That Need Extra Routine Services (PARTNERS). This organization services the elderly population and is requesting funding. The letter was referred to the Human Services Department.

**Vulnerable Adult Program**

Human Services Supervisor, Kay Brown, introduced employees who work with the Vulnerable Adult Program. Employees discussed with the Board various tasks and challenges encountered in working with this program. Records and reports of caseloads in the program are documented as required by the State.

### **Child Support Program**

Human Services Director, John Dinsmore, briefed the Board on Child Support Awareness Month. Human Services Supervisor, Brooks Andersen, reported the current child support caseload at about 2,400 and collections of approximately 5 million dollars annually for children and families. There has been a legislative change regarding the proper calculations for child support. The shared household income guidelines and parenting time recognizes that two households are involved and need to both take part in their children's support.

Vice-Chairman Nelson was present at 10:05 a.m.

### **Human Services Contract Approvals**

Motion by Froemming, second by Erickson, and unanimously carried to authorize the Chairman's signature to execute the following Human Services Contracts:

<b>Agency</b>	<b>Program</b>	<b>Effective Date</b>	<b>Targeted Population</b>	<b>Funding Source</b>
West Central Community Services	Community Based Services	Addendum for additional site as of 06/26/07	Persons with mental retardation and related conditions	Purchased services not to exceed the OTC approved rate
Our Home Your Home	Residential Services/ Assisted Living	07/01/07 through 06/30/08	Elderly	Purchased services not to exceed the OTC approved rate
Mill Street Residence	Residential Services/ Assisted Living	07/01/07 through 06/30/08	Elderly	Purchased services not to exceed the OTC approved rate

### **Approval to Pay Bills & Claims**

Motion by Nelson, second by Block, and unanimously carried to approve payment of the Human Services bills and claims as presented.

### **Adjournment**

At 10:15 a.m., Chair Mosher declared the meeting of the Otter Tail County Human Services Board adjourned until 9:30 a.m. on Tuesday, August 28, 2007.

Dated: \_\_\_\_\_ OTTER TAIL COUNTY HUMAN SERVICES BOARD

By: \_\_\_\_\_  
Dennis R. Mosher, Human Services Board Chair

Attest: \_\_\_\_\_  
Larry Krohn, Clerk

### **Call to Order**

The Otter Tail County Board of Commissioners convened Tuesday, August 14, 2007, at 10:30 a.m., at the Otter Tail County Government Services Center with Commissioners Dennis Mosher, Chair; Syd Nelson, Vice-Chair; Bob Block, Roger Froemming, and Everett Erickson present.

**Approval of Agenda**

Motion by Nelson, second by Froemming, and unanimously carried to approve the County Board agenda of August 14, 2007, with the following additions:

11:45 a.m. - Filing Extension Request for Final Plat

1:20 p.m. – Bid Award for Courthouse Chiller

**Approval of Minutes**

Motion by Erickson, second by Block, and unanimously carried to approve the County Board minutes of August 7, 2007, as mailed.

**Approval to Pay Bills**

Motion by Block, second by Nelson, and unanimously carried to approve payment of the County Board bills per Attachment A of these minutes.

**Accounting Supervisor Position**

Motion by Nelson, second by Froemming, and unanimously carried to authorize the County Auditor to proceed with the hiring process to fill the vacant Accounting Supervisor position.

**Actuarial Evaluation**

Motion by Erickson, second by Block, and unanimously carried to accept the proposal of Hildi Incorporated, at a base fee of \$6,200.00, for an actuarial valuation of Otter Tail County's GASB 45 liability for Other Post Employment Benefits (OPEB).

**Payment Approvals**

Motion by Erickson, second by Froemming, and unanimously carried to approve payment, in the amount of \$13,013.80, to Young and Associates for services provided for the proposed 60 Bed Chemical Dependency Health Center.

Motion by Erickson, second by Froemming, and unanimously carried to approve payment to Braun Intertec for the following services provided through July 13, 2007 for the proposed Chemical Dependency Facility:

Soil Borings and Geotechnical Evaluation	\$4,194.50
--	------------

**Highway Project Update**

Highway Engineer, Rick West, briefed the County Board on active construction and design highway projects located throughout the County.

**Planning Commission Recommendations**

**Conditional Use Permit – “Pelican Quiet Waters” (CIC)/Pelican Beach Resort, Inc:**

Motion by Erickson, second by Froemming, and unanimously carried to approve a Conditional Use Permit for a resort conversion as submitted on the Revised Plan received July 20, 2007, with conditions as recommended by the Planning Commission. The property is described as GL 3 ex trs (7.90 AC), Pt of GL 3 (6.90 AC) & Pt Lot 3 bet town rd & lake ex N 445' & ex tri tr (1.30 AC), Section 10 of Dunn Township; Pelican Lake (56-786).

Preliminary Plat – “Lattimore Beach”/Phyllis Morton Nichols:

Motion by Nelson, second by Block, and unanimously carried to approve the Preliminary Plat entitled “Lattimore Beach” consisting of 3 single family residential lots as presented. The property is described as Lot C Registered Land Survey #2, Section 4 of Dora Township; East Spirit Lake (56-501), RD.

Preliminary Plat – “Roberts Addition”/Donald J Heisler:

Motion by Froemming, second by Erickson, and unanimously carried to approve a Preliminary Plat entitled “Roberts Addition” consisting of 2 single family residential lots as presented. The property is described as N1/2 SW1/4 W of public rd ex tr & GL 1 ex plat, Section 4 of Otter Tail Township; Non-Shoreland.

Preliminary Plat – “McDowell Acres”/Shorma Family Trust:

Motion by Froemming, second by Block, and unanimously carried to approve the Preliminary Plat entitled “McDowell Acres” consisting of 1 single family residential lot as presented. The property is described as GL 3 ex trs ex 4.49 acres for roadway, Section 21 and NE1/4 & NW1/4 ex trs, Section 28 of Otter Tail Township; Otter Tail (56-242), GD.

Conditional Use Permit – Allan Eckley Trust:

Motion by Erickson, second by Nelson, and unanimously carried to approve a Conditional Use Permit to build a block retaining wall with conditions as recommended by the Planning Commission. The property is described as Eureka Beach Lot 7, Section 13 of Elizabeth Township; Jewett Lake (56-877), GD.

Conditional Use Permit – Dale Formo & Ron Carey:

Motion by Mosher, second by Block, and unanimously carried to approve a Conditional Use Permit to build a steel pole shop for a business with a condition as recommended by the Planning Commission. The property is described as Pt NW1/4 NE1/4 com NW cor of NW1/4 NE1/4 (2.11 AC) & (.83 AC), Section 14 of Buse Township; Unnamed Lake (56-830), NE.

**Documents Relating to Shoreland Management**

Land & Resource Director, Bill Kalar, provided the following handouts to the Board:

- Information explaining why a cluster development needs a surveyor's drawing
- Information relative to a court case in Polk County where a building was built without appropriate permits
- New State law pertaining to resorts
- New State law dealing with plats (size, transparencies, etc.) effective 8/1/07

**Filing Extension – St. Lawrence Estates Second Addition**

Attorney, Bob Bigwood, requested an extension for filing the Final Plat known as “St. Lawrence Estates Second Addition. Motion by Nelson, second by Froemming, and unanimously carried to approve an extension, until September 15, 2007, to file the Final Plat entitled “St. Lawrence Estates Second Addition/Helen Boedigheimer Trust” due to several permit requirements that delayed the developer. This motion is also subject to the approval of the Land & Resource Director.

**Recess**

At 11:46 a.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners recessed for attendance at the County picnic.

**Closed to the Public**

At 1:05 p.m., Chairman Mosher declared the meeting of the Otter Tail County Board of Commissioners closed to the public for the purpose of evaluating the performance of Solid Waste Director, Mike Hanan, pursuant to M.S. Chapter 13D.05 Subd. 3. Commissioners Mosher, Froemming, Block, and Erickson were present for the evaluation. A summary of performance conclusions will be provided at the next regular County Board meeting.

**Bid Award – Courthouse Chiller**

Upon completion of the closed session, at 1:30 p.m., Physical Plant Manager, Rick Sytsma, presented the bids for the Courthouse Chiller Replacement Project as follows:

Peterson Mechanical Fargo, ND	\$90,380.00
Overland Mechanical Fergus Falls, MN	\$92,500.00
Grant's Mechanical Fargo, ND	\$92,850.00
JV Schmidt Plumbing & Heating Alexandria, MN	\$94,740.00
Wrigley Mechanical Fargo, ND	\$99,500.00
Thermal Technologies Maple Grove, MN	\$100,629.00
Esser Plumbing & Heating Perham, MN	\$105,000.00

Motion by Froemming, second by Block, and unanimously carried to award the Courthouse Chiller Replacement Project to the low bidder, Peterson Mechanical of Fargo, ND, in the amount of \$90,380.00, and authorize the Physical Plant Manger to order the equipment as soon as possible.

**Approval of Collective Bargaining Agreement**

Motion by Block, second by Erickson, and unanimously carried to approve the appropriate County officials' signatures to execute the Labor Agreement between the County of Otter Tail and Minnesota Teamsters Public and Law Enforcement Employees' Union, Local No. 320 representing the Government Services Technical Unit effective for calendar year 2007.

**Adjournment**

At 2:10 p.m., Chair Mosher declared the meeting of the Otter Tail County Board of Commissioners adjourned until 9:30 a.m. on Tuesday, August 21, 2007, at the County's New York Mills location.

Dated: \_\_\_\_\_

OTTER TAIL COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Dennis R. Mosher, Board of Commissioners Chair

Attest: \_\_\_\_\_  
Larry Krohn, Clerk

CB/kd

<b>WARRANTS APPROVED ON 8/14/2007 FOR PAYMENT 8/14/2007</b>	
<b><u>VENDOR NAME</u></b>	<b><u>AMOUNT</u></b>
A-1 LOCK & KEY LLC	93.90
AMERICAN TOWER CORPORATION	87.75
AMERICAN WELDING-WILLMAR FIRE	6.13
BARNA GUZY & STEFFEN LTD	4,719.00
BECKER CO TITLE SERVICES INC	590.70
BOBCAT OF OTTER TAIL COUNTY	11.13
BRANDON COMMUNICATIONS INC	3,940.19
BRAUN INTERTEC CORPORATION	6,190.00
BRAUN VENDING INC	39.34
CARQUEST AUTO PARTS	126.72
CENTRAL SPECIALTIES INC	1,518.25
CO OP SERVICES INC	2,192.80
COUNTRY GLASS INC	20.00
CULLIGAN WATER COND	662.29
CULLIGAN WATER CONDITIONING	10.65
FARNAM'S GENUINE PARTS INC	409.15
FARNAM'S GENUINE PARTS INC PR	31.63
FERGUS FALLS NEWSPAPERS INC	486.05
FERGUS FALLS POLICE DEPT	385.16
CITY FERGUS FALLS	11,904.90
FERGUS TIRE CENTER	584.40
FRONTIER PRECISION INC	227.00
GALL'S INC	46.18
GODFATHERS EXTERMINATING INC	321.08
HAROLD T SWENSON VFW POST 612	100.00
HEDAHLS HEADQUARTERS	27.37
HENNING HARDWARE	134.18
HR DIRECT	1,433.89
THE INDEPENDENT	31.50
KELLY SERVICES INC	959.09
LAKEWAY MARKET LLC	1,231.23
MDRA	50.00
MEDTRONIC EMERGENCY RESPONSE S	251.33
WENDY METCALF	150.35
THE MIDWEEK	49.00
MIDWEST PRINTING CO	415.35
MN MOTOR COMPANY	121.77
MN POLLUTION CONTROL AGENCY	120.00
NAPA OF PERHAM	94.41
NAPA STANDARD PARTS OF WADENA	185.53
NATIONAL PEN CORPORATION	142.58
NAVIENT CORPORATION	459.00
NELSON DODGE GMC	891.46
NEW YORK MILLS HERALD	29.50
NORTHERN STATES SUPPLY INC	119.10
NORTHWEST DIVERS	90.28
OFFICE OF THE SECRETARY OF STA	40.00
OLSON OIL CO INC	3,669.59
THE ORIGINAL HEATING MAN	93.00
OTTER TAIL POWER COMPANY	66.04
OTTER TAIL VALLEY RAILROAD	31,896.07
OUTDOOR RENOVATIONS LANDSCAPE	75.00
OVERLAND MECHANICAL SERVICES	1,544.18
PAMIDA INC 008	30.60
PERHAM ACE HARDWARE	37.58
PERHAM ENTERPRISE BULLETIN	23.44

OTC Board of Commissioners' Minutes  
August 14, 2007  
Attachment A, Page 2

PERHAM PRINTING & SUPPLY	85.18
PETE'S AMOCO	217.94
PREMIUM WATERS INC	24.08
PROSWEEP INC	812.50
QUILL CORPORATION	53.87
RDO TRUCK CENTERS	562.38
THE RENTAL STORE	321.62
REVIEW ENTERPRISES INC	95.74
SERVICE FOOD SUPER VALU	41.13
STEINS INC	691.13
STEPP MANUFACTURING CO INC	331.01
STREICHERS	103.68
SUPER SEPTIC INC OF PELICAN RA	77.19
SWANSTON EQUIPMENT CORP	21.66
SWEENEY BROTHERS	502.31
UNIFORMS UNLIMITED	56.30
VICTOR LUNDEEN COMPANY	535.05
DON VIGER	3,546.40
WADENA ASPHALT INC	412.03
WASTE MANAGEMENT	47,960.89
WIDSETH SMITH NOLTING & ASSOC	284.50
ZIEGLER INC	53.36
<u>**** FINAL TOTAL.....</u>	<u>\$135,956.77 ****</u>